



Charging and Remissions Policy

Core Values

Readiness

Resilience

Respect

School Values

Independence

Ambition

Compassion

Co-operation

Initiative

Enjoyment

Responsibility

Confidence

Celebration

Kindness

Honesty

Individuality

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Introduction

There is a duty on the Governing Body to determine and publish a policy on any charges and remission of charges to be made for pupils' school activities during school hours and extended school hours. This policy has been subject to consultation with staff, children, governors during November and December 2008 and was agreed by the Governing Body on 20 March 2009.

The policy will be reviewed regularly and, if necessary, republished, as and when it is appropriate to do so. It is the responsibility of the governing body to formulate and keep under review a policy on charges. Governors have discretion over what charges they make for pupils' activities. The governing body must also formulate a remissions policy to set out the circumstances in which they would remit all or part of the charges.

It is for individual governing bodies to determine their policy in relation to the Council's policy. The governing body's policy may be more or less generous than the LA's, as long as it meets the requirements of the law. It should reflect any special circumstances for the school.

This policy covers our charging policy for all additional services provided before or after normal school hours and for activities during holidays and weekends.

Rationale

Kender Primary School:

- may not charge for any activities which take place in school time, apart from instrumental tuition (excluding voice tuition) for individual pupils or pupils in groups of up to four;
- may not charge for any activity which is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education even if it is out of school time;
- may not charge for a pupil who is looked after by a local authority;
- may invite parents and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras;
- may charge for board and lodging on residential courses.

Statutory requirements

Education Act 1996: sections 402, 450 – 458, 460

The Education (School Sessions and Charges and Remissions Policies) (Information) (England)

Regulations 1999

Early Years Foundation Stage 2008 Statutory Framework 2021

The Education (Schools and Further Education) Regulations 1981

Further information

'A Guide To The Law For School Governors', Chapter 18, DCFs

Our vision and values

- 1 Schools are expected to provide, where possible, extended nursery provision beyond the statutory free hours and are entitled to charge a fair rate for such provision. Any extended provision is to be provided in accordance with the Statutory Framework and Practice Guidance for the delivery of Early Years Foundation Stage Statutory Framework 2021.
- 2 Kender Primary School provides high quality educational provision. We aim to use spare capacity within its system to provide additional sessions for children attending the nursery for their statutory free sessions and to provide additional childcare both pre and post school.

Our practice

1 Nursery places

- 1.1 All children enrolled in the nursery have 15hrs entitlement to free education as either five morning or afternoon sessions. Where possible parents are given the choice of morning or afternoon sessions by agreement with the nursery leader but we cannot guarantee to accommodate preferred choices.
- 1.2 Provided there is capacity available parents will be able to purchase extended nursery provision by topping up their morning or afternoon session into a full day.
- 1.3 Parents are asked to sign an agreement relating to the payment of fees due in respect of the top up place.
- 1.4 Some children are entitled to 30hours entitlement to free education. Parents are required to submit the code giving them their entitlement to the SBM who checks that the code is live and then confirms the entitlement to the nursery who arrange admission. Charges are made for any hours taken up by the child over their 30hours free entitlement. Invoices are issued at the beginning of each half term showing the charges for that half term and in order to record payments.

2 Wraparound care provision

- 2.1 Kender Primary School provides additional childcare both pre and post school day. Provision must be pre-booked for child safeguarding reasons.
- 2.2 Parents are asked to sign an agreement relating to the payment of fees due in respect of the extended hours provision, including penalty fees for late collection. Invoices are issued at the beginning of each half term showing the charges for that half term and in order to record payments.

3 After school clubs

- 3.1 The school aims to provide a wide range of extracurricular activities

which are run both during the school day and after school.

- 3.2 The school will charge for these extracurricular activities provided both in-house and via external providers. The school will use its Pupil Premium money to subsidise the costs of these clubs as appropriate. The charges made will not exceed the cost of the provision, including the cost of the staff giving any tuition.

4 School visits, activities and events

- 4.1 As part of the statutory provision of education, Kender Primary School arranges trips and visits to local events, activities and educational amenities. Parents will be informed in advance and be invited to make a voluntary contribution towards the cost of the trip.
- 4.2 Educational visits are designed to enhance the children's learning, understanding and enjoyment of the curriculum. However, they are usually expensive and without voluntary contributions, the frequency and number of visits would be limited.
- 4.3 Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.
- 4.4 If voluntary contributions are requested for an activity, it is understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.
- 4.5 The school will seek to raise additional funds, wherever possible, to totally or partially subsidise educational visits.
- 4.6 Recreational or voluntary visits will not be subsidised by the school and will be totally reliant on payments by parents.

5 Extraordinary requests

- 5.1 Any photocopy requested by parents relating to their child under the Freedom of Information Act will be charged at 30p per sheet.
- 5.2 Any report or data that is requested on a child for the purpose of a third-party private assessment requested by a parent (for example mid-year report for solicitors, private psychologist reports or solicitor reports) will be charged at 50p per sheet. The charge will also include a cost for staff time to sort and collate the relevant information (not less than £15 per hour) as well as postage.

6 Remissions

- 6.1 The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and

access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

- 6.2 Although schools cannot charge for most aspects of day or residential visits, the DfE guidance explains that nothing in legislation prevents a school from asking for voluntary contributions. Furthermore, the Confederation of British Teachers UK says that although parents in receipt of some benefits are exempt from paying their children's board and lodging charges on residential trips, they should still be invited to contribute to the other costs associated with an educational visit, for example transport costs.
- 6.3 There may be cases of family hardship which make it difficult for pupils to take part in other activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors and on a case-by-case basis.
- 6.4 No child will ever be denied access to curriculum-based visits or trips on the grounds of their parent's/carer's inability or unwillingness to contribute.

7 Data protection of pupils and families

Staff will ensure that children in receipt of subsidised provision are not publicly identified and/or stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non take-up of Free School Meals.

8 Admission

No charge is to be made for admission into Kender Primary School.

9 Education during school hours

- 9.1 With very few exceptions a charge for education is unlikely to be legal. Where an activity is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of school activities, and transport to swimming or other sports facilities.
- 9.2 No charge will be made for materials to be used in craft and home economics lessons, although a charge may be levied if parents have indicated in advance that they wish to own a finished article. Any charge will not exceed the cost of materials. Alternatively the parent may be required to provide the materials in question.
- 9.3 The only area of school curricular provision for which a charge may be made is instrumental music tuition for individual pupils or pupils in groups of up to four where that tuition does not form part of the National

Curriculum or of a prescribed examination syllabus being followed by a pupil.

- 9.4 'School hours' are those in which the school is actually in session, not the break in the middle of the day.
- 9.5 A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school's permission for their absence from school.

10 Public examinations

- 10.1 No charge can be made for entry to public examinations where the pupil is being prepared for entry to the examination by the school. No charge is to be made for any books, materials, instruments, equipment or trips required for the purpose of the examination.
- 10.2 The cost of the examination entry may be passed to parents/carers only:
- If a pupil is entered for an examination for which he/she has not been prepared by the school.
 - If the examination is not on the set list but the school arranges for the pupil to take it.
 - Where the pupil 'fails without good reason to meet any examination requirements for that syllabus.' (However schools are advised to proceed with caution, in particular ensuring that parents receive adequate information at the time when examination entries are made).

11 Damage to property

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

12 Conclusion

- 12.1 All additional services provided by the school are subject to the rigorous quality and child protection standards we practice as our norm.
- 12.2 Additional out of hours provision incurs costs to the school. Should those not be met by the parent or carer responsible, the school must seek to recover them. Any surplus made from additional services is fed back into the school's budget and used to purchase additional resources and enhance the teaching and learning opportunities and environment.
- 12.3 The provision of education is our core business and will always take precedence over any out of hours events or activities.